APPLICATION PROCESS

ISSUANCE OF PROPOSALS: Friday, September 09, 2011

DEADLINE FOR RECEIPT OF PROPOSALS:

Friday, October 07, 2011 no later than 5:00 p. m.

ORIGINAL AND SIX (6) COPIES DUE

The City of Shreveport, Department of Community Development, must be in receipt of an original and six (6) copies of the proposal, complete with all attachments, on or before the above deadline. Applications that arrive after the deadline <u>will not</u> be accepted. Diskettes, facsimiles, electronic mail, or other electronic documents will not be accepted. All proposals become the property of the Department of Community Development. The proposal is also posted on the city's website at www.ci.shreveport.la.us.

Hand or Courier Delivery to:

Ms. Bonnie Moore, Director
Department of Community Development
Bureau of Administration
401 Texas Street, First Floor
Shreveport, LA 71101

or Mail to:

Ms. Bonnie Moore, Director Department of Community Development Post Office Box 31109 Shreveport, LA 71130

For additional information regarding this Request for Proposal, contact Fred Thomas, Bureau Chief of Administration or Jackie Brown, Planner III at (318) 673-5900.

Table of Contents

GRANT INFORMATION AND REQUIREMENTS Page(s) A. Purpose and Overview B. 2009-2013 Consolidated Plan Housing Objectives C. Eligible Applicants D. Eligible Project Locations E. Eligible Activities 6_ F. Project Description G. HUD Program Income Limits 8__ H. HOME Match Requirements and Leveraging of Funds 8-9 I. Affordable Housing Qualifications 10-11 J. Resale and Recapture of Funds 11 K. Project Proceeds 11 L. Insurance Requirements _12_ M. Audit Requirements 12 N. Labor Standards 12 O. Affirmative Marketing Strategies 12-13 P. Maximum Per Unit Subsidy Amount _13_ Q. Relocation 13 R. Section 3 14 **APPLICATION INSTRUCTIONS Applicant Selection Process** 14-15 **Application Outline** 16-17 **Checklist of Required Documents** 18 **ATTACHMENTS HOME Regulations** 19-20 Development Budget 21 Vendor's Application Certificate of Insurance and Requirements Appendix 2-Affidavit Map of Nineteen (19) Targeted Neighborhoods

Department of Community Development City of Shreveport HOME CHDO Grant Application

Applicant Organization Name:Physical Address:Mailing Address:Phone: () Fax: ()	
Dunn & Bradstreet No:	F-Mail:
Executive Director:	
Contact Person Name & Title:	
CHDO SET-ASIDE FUN	NDS
Name of Proposed Project:	
Brief Statement of Project Activity:	
Type of Project (Select One):	
Project A: New Construction	
☐ Project B: Acquisition/Substantial Reha	abilitation
☐ Project C: Rental Housing	
Amount of HOME Funds Requested: Amount of Leveraging Funds: Total Activity/Project Amount: Amount of Matching Funds:	
Amount of HOME Funds Requested:	
☐ Check if the CHDO is applying to conduct a Compr	ehensive Credit Counseling Program

A. PURPOSE AND OVERVIEW

The City of Shreveport ("City"), through its Department of Community Development, is currently accepting project proposals for funding consideration under the HOME Investment Partnerships Program for eligible Community Housing Development Organizations (CHDO) who have been certified by the City for Fiscal Year 2011. These funds are allocated by the United States Department of Housing and Urban Development (HUD). The HOME program is authorized by title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701, et seq, and applicable regulations at Volume 24 of the Code of Federal Regulations (24 CFR, Part 92).

Funds are available for CHDO set-aside activities. In releasing this Request for Proposal, the City's goal is to promote the acquisition, construction, and/or rehabilitation of permanent affordable single family and multifamily housing for very low-income and low-income families. Funding of the projects is subject to availability of funds from HUD. The City reserves the right to utilize other funding sources to fund your project, if it is deemed feasible. It is important to remember that certification as a CHDO is not enough to obtain CHDO set-aside funds. The success of a CHDO in accessing funds will be a function of the merits of its proposed project, project feasibility, and the strength of its partnerships.

The HOME program is designed to provide eligible state and local governments with the resources and incentives to strengthen public-private partnerships, and to expand the supply of decent, safe, sanitary, and affordable housing. The requirements for CHDO Set-Aside funds are set forth in 24 CFR Part 92.300.

The type (grant or loan), amount, terms and conditions of assistance provided will vary depending upon the needs outlined in each proposal and the availability of funding resources.

24 CFR Part 92.300 states that the City must reserve not less than 15 percent of the HOME allocation for investment only in housing to be developed, sponsored, or owned by community housing development organizations.

B. 2009-2013 CONSOLIDATED PLAN HOUSING OBJECTIVES

The Consolidated Plan is a document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) of the jurisdiction and an application for funding under any of the Community Planning and Development formula grant programs which is prepared in accordance with the process prescribed in 24 CFR Part 91. The City has submitted a five-year planning document that identifies housing and other community development needs, analyzes existing federal resources, and sets strategies and priorities for addressing the identified needs. Housing ranked as the number two (2) funding priority for the City based upon a survey of the public that was collected at public meetings and focus group sessions.

Affordable housing for persons in the extremely low-income and low-income populations is the most frequently identified need in this area. Therefore, priority will be given to those projects that reserve and make affordable at least ten percent (10%) of the units to be occupied by households whose income is 60% or below the median income for the area.

Consolidated Plan Objectives for Housing:

- Improve the condition of housing for low income homeowners
- Increase the viability for potential homeownership opportunities
- Increase the number of newly constructed homes available on the affordable housing market in Shreveport
- Develop a pilot program to address replacement housing for demolition
- Improve the condition of housing for low-income renters
- Support the increase of the supply of housing available to low-income renters
- Expand funding available for affordable housing programs
- Strengthen the capacity of non-profit housing providers

C. ELIGIBLE APPLICANTS

To be considered for funding under this proposal, a 501(c)(3) non-profit organization must have received a current CHDO certification from the City that it is qualified to participate under the HOME program as a CHDO.

Targeted Neighborhoods- Shreveport, Louisiana" is attached to this proposal).

★ Proposed sites for new construction must be approved by the City for meeting HUD regulations relative to site and neighborhood standards in accordance with 24 CFR 92.202.

E. ELIGIBLE ACTIVITIES

Eligible activities under the HOME program which will be funded through this proposal include:

Acquisition	Land or property acquisition to be used in the development of new affordable housing or rehabilitation of single family and multifamily housing units
New Construction	Newly constructed affordable single family and multifamily housing units
Rehabilitation	Substantial rehabilitation of substandard unoccupied units
Other Eligible Activities	Certain activities are eligible only when undertaken in conjunction with acquisition or new construction: reasonable and necessary project related soft costs, on-site infrastructure when essential to development of project, site clearance, and site improvements

F. PROJECT DESCRIPTION

The City intends to utilize the services of eligible CHDOs to develop no less than *twenty-five* (25) new affordable housing and/or rehabilitate substandard unoccupied housing units in the nineteen (19) targeted neighborhoods. This project may be completed in two phases. A developer's fee to each CHDO awarded HOME funds will be determined by the City. The CHDO must identify a specific development area within one of the targeted neighborhoods in which to concentrate its level of assistance. A "*development area*" for the purpose of this proposal is defined as a specific geographic service area to be developed that is located on contiguous lots or an area that does not exceed six (6) blocks in a square radius.

Projects should be cost effective and should enhance and complement the surrounding neighborhood. CHDO must submit architectural designs that include preliminary concept designs and site plans

which needs to include the type of housing and the square footage of each unit. A statement of site

control status of proposed projects is to be submitted along with this proposal. The specific design and construction related issues will be approved by the City.

Project Profile Selection

CHDO must select from one of the below types of projects to be undertaken as new construction or substantial rehabilitation:

- Project A- New construction of at least twenty-five (25) single family or multifamily affordable housing units. These units should be designed for families with children, homeless or at-risk of homelessness. Other permanent housing can include group homes for elderly, special needs, or transitional housing with supportive services. *Priority will be given to CHDOs who can provide homebuyer counseling for potential homebuyers of these units*. The direct cost of homebuyer counseling services provided to families that acquire properties constructed with HOME funds may be counted as match; or
- **Project B-** Acquisition/ rehabilitation of at least twenty-five (25) unoccupied substandard structures to be provided to low-income first-time homebuyers. CHDOs that select this type of project will also be afforded the opportunity to acquire donated property from the City. This project must comply with the lead-based paint requirements; or
- **Project C-** New construction or substantial rehabilitation of at least twenty-five (25) permanent rental housing for (1) persons meeting HUD's definition for chronically homeless at the time they occupy the unit, or (2) a lease-purchase program for persons whose credit does not meet traditional conforming credit criteria. If the CHDO chooses the lease-purchase program option, the criteria for the program must be submitted along with this proposal.

G. HUD PROGRAM INCOME LIMITS

HUD has income targeting requirements for HOME-funded projects. Projects must benefit families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. The current income limits are listed below, but are updated annually.

2010 HUD Income Eligibility Limits

Number of Persons in Household	Very Low (50%)	Low (80%)
1	\$19,050.00	\$30,450.00
2	\$21,750.00	\$34,800.00
3	\$24,450.00	\$39,150.00
4	\$27,150.00	\$43,450.00
5	\$29,350.00	\$46,950.00
6	\$31,500.00	\$50,450.00
7	\$33,700.00	\$53,900.00
8	\$35,850.00	\$57,400.00

2011 Shreveport-Bossier City Metropolitan Statistical Area median family income is \$54,300.

H. HOME MATCH REQUIREMENTS AND LEVERAGING OF FUNDS

A premise of the National Affordable Housing Act, which authorized the HOME Program, is that providing affordable housing to low-income persons is the responsibility of all levels of government. Therefore, matching contributions are required as the state and local government stake in the HOME Program. The matching contributions add to the resources available for HOME-assisted or HOME-eligible projects. The purpose of this section is to provide guidance to CHDOs in identifying eligible sources of matching contributions, determining the point at which a contribution may be recognized as match, how to meet the match obligations, and tracking matching contributions. Each CHDO is required to have a cash match of 25% and 75% leverage for the cost of the project.

MATCHING FUNDS REQUIREMENTS

Match is the contribution by the CHDO toward eligible costs of the project in the form of cash, in-kind, or donated materials. The City will require each CHDO that is awarded HOME funds to match contributions equaling twenty five percent (25%) of the HOME funds it expends for housing activities and one hundred percent (100%) for CHDO operating funds. These contributions must be permanent contributions from nonfederal public and private sources. All CHDOs must structure their proposal based on the 25% matching requirement.

Eligible forms of match

- The match obligation may be met with any of the following specific sources:
 - Cash or cash equivalents from a non-federal source;
 - ➤ Value of waived taxes, fees or charges associated with HOME projects;
 - ➤ Value of donated land or real property;
 - Cost of infrastructure improvements associated with HOME projects;
 - A percentage of the proceeds of single-or multi-family housing bonds issued by state, state instrumentality or local government;
 - Value of donated materials, equipment, labor and professional services;
 - Sweat equity;
 - Direct costs of supportive services to residents of HOME projects; and

Written itemized documentation of all proposed match contributions must be provided, such as, financial commitments and letters of support, or other appropriate documentation for matching funds must be submitted with the proposal.

- Direct cost of homebuyer counseling to families purchasing homes with HOME assistance.
- Match counted for other Federal programs **cannot** be counted as HOME match.

Meeting the match obligation

- ♦ Meeting the match obligation poses a challenge to many CHDOs. That is why it is important to have a strategy for managing the match. CHDOs need to:
- Plan ahead to meet match needs.
- **>** Be creative when looking for matching contributions.
- > Set up a system for tracking both match obligations.

LEVERAGING OF FUNDS

Leveraging resources should come from <u>outside entities</u> such as public or private entities. These resources may not be Federal funds from another source.

HOME funds required. To qualify as leverage, resources must provide a cost beneficial financial impact on the project and reduce total development costs. **Resources used as match cannot also be counted as leverage.**

I. QUALIFICATIONS AS AFFORDABLE HOUSING

RENTAL HOUSING PROJECTS

Pursuant to <u>24 CFR 92.252</u>, the HOME-assisted units in a rental housing project must be occupied only by households that are eligible as low-income families and must meet additional requirements to qualify as affordable housing. These requirements include rent limitations, initial rent schedule and utility allowances, and nondiscrimination against rental assistance subsidy holders. The HOME-assisted units must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion.

Rental Housing Activity	Minimum period of affordability in years
Rehabilitation or acquisition of existing housing per unit amount of HOME funds under \$15,000	Five (5) years
\$15,000 to \$40,000	Ten (10) years
Over \$40,000 or rehabilitation involving refinancing	Fifteen (15) years
New construction or acquisition of newly constructed housing	Twenty (20) years

HOMEOWNERSHIP PROJECTS

Pursuant to <u>24 CFR 92.254</u>, projects for acquisition with or without rehabilitation, and newly constructed housing must meet the following affordability requirements to qualify as affordable housing:

- (1) The housing must be single-family housing;
- (2) The housing must be modest housing (the housing has a purchase price or an estimated value after rehabilitation that does not exceed 95 percent of the median purchase price for the area).
- (3) The housing must be acquired by a homebuyer whose family qualifies as a low-income family and the housing must be the principal residence of the family throughout the period of affordability described below.

Homeownership assistance HOME amount per unit	Minimum period of affordability in years
Under \$15,000	Five (5) years
\$15,000 to \$40,000	Ten (10) years
Over \$40,000	Fifteen (15) years

J. RESALE AND RECAPTURE OF FUNDS

To ensure affordability, the participating jurisdiction must impose either Resale or Recapture requirements, as its option.

Resale requirements must ensure, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability, that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as its principal residence. The resale requirement must also ensure that the price at resale provide the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement) and ensure that the housing will remain affordable to a reasonable range of low-income homebuyers.

Recapture requirements must ensure that the participating jurisdiction recoups all or a portion of the HOME assistance to the homebuyers, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability.

K. PROJECT PROCEEDS

Project proceeds may include, but not be limited to the following:

- (1) Proceeds from the disposition by sale or lease of real property purchased or improved with HOME funds;
- (2) Interest from HOME loans;
- (3) Proceeds from the disposition of equipment purchased with HOME funds.

Such proceeds <u>are not</u> considered program income and are not subject to the HOME Program regulations. The City reserves the right to retain 50% of any project proceeds for additional housing activities to be approved by the City. Funds recaptured because housing no longer meet affordability

requirement are not considered proceeds and are subject to the requirements governing program income.

L. INSURANCE REQUIREMENTS

CHDO at their own expense must provide and maintain certain insurance in full force and effect at all times. Such insurance at a minimum, must include the following coverages and limits of liability:

Policy Minimum Limits of Liability

A. Commercial General Liability Insurance

Annual Aggregate \$2,000,000
 Per Occurrence \$1,000,000

B. Commercial Auto Liability Insurance \$ 300,000

C. Worker's Compensation Insurance \$1,000,000

D. Fidelity Bonding (25% of Contract Fees)

E. Builders' Risk Insurance and any additional bonding as required per project

M. AUDIT REQUIREMENTS

This section is pursuant to the Single Audit Act of 1984 and the Single Audit Act amendment. It sets forth standards for obtaining consistency and uniformity among organizations and agencies expending federal funds. The authority is issued under the authority of sections 503,1111, and 7501 et seq. of title 31, United States Code and Executive Orders and 11541. Non-federal entities that expend \$500,000 or more of federal funds in a year shall have a single audit.

N. LABOR STANDARDS

Every contract for the construction (rehabilitation or new construction) that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis Bacon Act, to all laborers and mechanics employed in the development of any part of the housing.

O. AFFIRMATIVE MARKETING STRATEGIES

The City requires all applicants to certify that they will comply with all local, state and federal affirmative marketing requirements. If the project contains 5 or more HOME-assisted units, it is required pursuant to 24 CFR 92.351 to adopt affirmative marketing procedures and requirements for rental and homebuyer projects. In an effort to ensure that affordable housing being built in inner city

targeted neighborhoods are properly marketed for sale or rent, the following affirmative marketing strategies are encouraged to be used by CHDOs:

- · Sponsor housing fairs.
- · Advertise housing units in local news media.
- · Set up TV talk shows, etc.
- · Work with specific housing counselors and home buyer education providers.
- · Sponsor and/or host open houses.
- Assign and/or list property for sale with local real estate broker if the property has enough funds to pay real estate fee.
- · Work with mortgage companies to sponsor home buyer seminars targeting potential home buyers.
- Work with the City to ensure that maximum efforts are extended in an effort to successfully market homes.

P. MAXIMUM PER UNIT SUBSIDY AMOUNT

Maximum per-unit subsidy amount. The amount of HOME funds that a participating jurisdiction may invest on a per-unit basis in affordable housing may not exceed the per-unit dollar limits established under section 221(d)(3)(ii) of the National Housing Act (12 U.S.C. 1751(d)(3)(ii) for elevator-type projects that apply to the area in which the housing is located. If the participating jurisdiction's per-unit subsidy amount has already been increased to 210% as permitted under section 221(d)(3)(ii) of the National Housing Act, upon request to the Field Office, HUD will allow the per-unit subsidy amount to be increased on a program-wide basis to an amount, up to 240% of the original per unit limits.

Q. RELOCATION

The City discourages projects that require relocation, and takes all reasonable steps to minimize the displacement of persons. If the CHDO has a project that involves relocation, the cost of relocation must be a part of the project, and the CHDO must submit a relocation plan to the City. A displaced person must be provided relocation assistance at the levels described in, and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and 49 CFR Part 24.

R. SECTION 3

The City requires all applicants to certify that they will comply with HUD's regulations in 24 CFR Part 135, which implements **Section 3.** The requirements of this part apply to recipients of housing and community development program assistance for which the amount of the assistance exceeds \$200,000 and any contracts or subcontracts which exceed \$100,000.

All Section 3 covered contracts and applicable subcontracts shall include the following clause (referred to as the Section 3 clause):

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act 1968, as amended, 12 U.S.C. 170lu (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extend feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low-and-very-low-income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low-and very low-income persons residing in the metropolitan area in which the project is located.

APPLICANT SELECTION PROCESS

A. *REVIEW*:

Only one application will be accepted per funding cycle. Applications will be reviewed to ensure that they meet the following requirements:

- <u>Applicant eligibility</u>. The applicant must be a non-profit organization (IRS 501(c)(3) status) currently certified by the City as a CHDO.
- <u>Eligible population/target area to be served</u>. The population to be served must meet the eligibility requirements for the HOME program. Housing activities must be located within the nineteen (19) targeted neighborhoods.
- <u>Eligible activities</u>. The activities for which assistance is requested must be consistent with those prescribed in this application.
- <u>Federal, State, and Local Assurances.</u> Organizations that receive assistance through the funding process must be in compliance with applicable federal, state, and local laws, and executive orders.
- <u>Match Requirements.</u> The applicant must furnish sources of matching contributions for both CHDO Set-Aside projects and operating funds.

B. STANDARDS FOR REVIEW:

Category	Maximum Points (100)	BONUS (10 Points for each category)
Project Summary	10	Coordination and Collaboration
Applicant Capacity	15	(Applicant must include support and/or commitment letters, as applicable)
Experience in Housing Construction	10	Very low-income population
Problem Statement	10	(Applicant must set forth the percentage of homes that will be
Program Narrative/Budget	25	targeted to persons whose income does not exceed 60% or below the
Leveraging Resources	15	median area income)
Program Evaluation	15	

C. <u>ADDITIONAL SELECTION CRITERIA</u>

Currently funded agencies or agencies who have received prior funding from the Department of Community Development (DCD) will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements will be considered. These other factors will be considered in conjunction with the proposal score in developing an overall recommendation for agency funding.

APPLICATION OUTLINE

Core Selection Criteria

Your application must be formatted as outlined below. **Proposals that are not submitted in the following format will not be reviewed.** This section shall not exceed six pages double spaced in 12 font. This application outline must address all of the following items below.

Project Summary:

This summary should identify the applicant and briefly describe your purpose, mission and goals. Describe whether you have site control and list the properties targeted for rehabilitation or the lots to be constructed on. Attach documentation evidencing ownership of the property(s) in question or evidencing an Option Agreement to purchase such property(s). Clearly and concisely summarize your request for funding, including total cost of project, funds already committed and the amount requested under this proposal. Please describe how your project meets the goals and objectives of the 2009-2013 Consolidated Plan and how HOME dollars will be utilized for the project and how long-term affordability will be met.

Applicant Capacity:

Describe the agency's qualifications, and the extent to which you have the organizational resources necessary to successfully implement the proposed project activities in a timely and efficient manner. Provide a personal profile of the *key person(s) who will be assigned to and responsible for the day-to-day operation of the project*. The profile should identify/specific skills/experience relative to the project. If a person has not yet been hired, provide a job description with required qualifications. Describe your readiness and ability to immediately begin the proposed work plan, if funded.

Experience in Housing Construction:

Describe your organization's (including day-to-day program manager, consultants and contractors) experience in working with this type of project. Please provide a listing of recent projects and the year they were completed. If you were cited by the City of Shreveport as having a negative monitoring finding for which corrective action was required, include a copy of your response to the City outlining the steps to be taken to correct the finding(s), and describe the steps you have taken to date to correct said findings.

Strategy for Development:

Describe the location of the project (development area), the number of units; per unit costs; the overall benefit to the community; goals and objectives. Also, describe the population to be served (family, special needs, etc.); incomes of families/population to be served (\$ range and \$ median income); type of housing (rental, homeownership); organization's role (owner, developer, property manager, joint venture with more experienced developer). Define the demands for this type of housing through credible data or a market analysis. Does your organization have staff devoted to housing or development activities? Describe whether you have site control and list the properties targeted for rehabilitation or the lots to be constructed on. Attach documentation evidencing ownership of the property(s) in question or evidencing an Option Agreement to purchase such property(s).

Financials:

Give a detailed breakdown of the total budget, including major expense line items. Show how the requested HOME funds will be applied toward the expenses and show the amount and source of any other revenue that you will be using. Total budget expenses should equal the total of HOME funds plus other revenue. Please provide a copy of 2010 year-end financial statement and most recent financial audit. Complete Financial Statements should include a statement of financial position, statement of activities, cash flow statement of changes in net assets and notes to financial statements.

Leveraging Resources and Match:

The applicant must demonstrate the ability to secure resources beyond those provided under this grant award, including private, other public, and mainstream resources. Leveraging resources may include cash, cash equivalent, (i.e., other federal, state and local grant awards) and in-kind contributions, such as services, donations or equipment. Please be sure to document your resources. Your evidence may consists of copies of documents such as signed and dated letters of funding certifications from the funding source(s) that provide funds to the proposed activity/project. These statements should include the amount of funds available, and the period of time the funds will be available for use. If there are multiple funding sources, please ensure that your budget indicates the name of the source and the amount of funds awarded. The HOME dollars require a 25% match of non-federal funds. Please list source you will use to meet this match requirement.

CHECKLIST OF REQUIRED DOCUMENTS

Cover Sheet;	(1)
Proposal Narrative;	(2)
A Listing of your Board of Directors and their affiliations;	(3)
A copy of your current IRS 501(c)(3) tax exempt statement indicating that you are not a private foundation and an explanation of any changes in your IRS status;	(4)
Most Current Certified Financial Statement or Audit; (not to exceed two years old);	(5)
Authorizing Resolution by Your Board of Directors to Apply for City of Shreveport Funds;	(6)
Article of Incorporation and Bylaws;	(7)
Vendor's Application;	(8)
Evidence of Insurance (available upon notification of funding;	(9)
Evidence of Zoning Approval (if applicable);	(10)
Proposed Agency Budget for Fiscal Year;	(11)
List of Staff Members and Positions (include resumes);	(12)
Proof of CHDO Certification;	(13)
Project Development Timeline;	(14)
Letters of Financial Commitment (Match and Leverage);	(15)
Evidence of W-9;	(16)
Evidence of W-9 and Occupational License;	(17)

HOME Regulations at 24 CFR 92.300 Set-Aside for Community Housing Development Organizations (CHDOs)

- (a)(1) Within 24 months after HUD notifies the participating jurisdiction of HUD's execution of the HOME Investment Partnerships Agreement, the participating jurisdiction must reserve not less than 15 percent of the HOME allocation for investment only in housing to be developed, sponsored, or owned by community housing development organizations. For a State, the HOME allocation includes funds reallocated under Sec.92.451(c)(2)(i) and, for a unit of general local government, funds transferred from a State under Sec. 92.102(b). The funds are reserved for when a participating jurisdiction enters into a written agreement with the community housing development organization. The funds must be provided to a community housing development organization, its subsidiary, or a partnership of which it or its subsidiary is the managing general partner. If a CHDO owns the project in the partnership, it or its wholly owned for-profit or non-profit subsidiary must be the general managing partner. In acting in any of the capacities specified, the community housing development organization must have effective project control. In Addition, a community housing development organization, in connection with housing it develops, sponsors or owns with HOME funds provided under this section, may provide homeownership assistance (e.g. downpayment assistance) and not be considered a subrecipient.
- (2) The participating jurisdiction determines the form of assistance, e.g. grant or loan, that the community housing development organization receives and whether any proceeds must be returned to the participating jurisdiction or may be retained by the Community Housing Development Organization. While the proceeds the participating jurisdiction permits the community housing development organization to retain are not subject to the requirements of this part, the participating jurisdiction must specify in the written agreement with the community housing development organization whether they are to be used for HOME-eligible or other housing activities to benefit low-income families. However, funds recaptured because housing no longer meets the affordability requirements under Sec.92.254 (a)(5)(ii) are subject to the requirements of this part in accordance with Sec.92.503.
 - (b) Each participating jurisdiction must make reasonable efforts to identify community housing development organizations that are capable, or can reasonably be expected to become capable, of carrying out elements of the jurisdictions approved consolidated plan and to encourage such community housing development organizations to do so.

If during the first 24 months of its participation in the HOME Program a participating jurisdiction cannot identify a sufficient number of capable community housing development organizations, up to 20 percent of the minimum community housing development organization set-aside of 15 percent specified in paragraph (a) of this section, above, (but not more than \$150,000 during the 24 month period) may be committed to develop the capacity of community housing development organizations in the jurisdiction.

- (c) Up to 10 percent of the HOME funds reserved under this section may be used for activities specified under Sec.92.301.
- (d) HOME funds required to be reserved under this section are subject to reduction, as provided in Sec.92.500(d).
- (e) If funds for operating expenses are provided under Sec.92.208 to a community housing development organization that is not also receiving funds under paragraph (a) of this section for housing to be developed, sponsored or owned by the community housing development organization, the participating jurisdiction must enter into a written agreement with the community housing development organization that provides that the community housing development organization is expected to receive funds under paragraph (a) of this section within 24 months of receiving the funds for operating expenses, and specifies the terms and conditions upon which this expectation is based.
- (f) Limitation on community housing development organization operating funds. A community housing development organization may not receive HOME funding for any fiscal year in an amount that provides more than 50 percent or \$50,000, whichever is greater, of the community housing development organization's total operating expenses in that fiscal year. This also includes organizational support and housing education provided under section 233(b)(1), (2), and (6) of the Act, as well as funds for operating expenses provided under Sec. 92.208. [61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28930, May 28, 1997]

Development Budget			
	Total Grant Request	Other Funding	Total Project Cost
A. Acquisition Costs 1. Land 2. Existing Structures			
B. Construction/Rehabilitation 1. Site Work 2. New Construction 3. Rehabilitation			
C. Architectural and Engineering Fees 1. Architect Fee- Design 2. Architect Fee- Supervision 3. Consultant or Processing Agent 4. Engineering Fees			
D. Other Owner Costs 1. Appraisal 2. Building Permits 3. Tap Fees 4. Soil Boring/Environmental Survey 5. Real Estate Attorney 6. Construction Loan Legal 7. Title and Recording			
E. Interim Costs 1. Construction Insurance 2. Construction Interest 3. Construction Loan Origination Fee			
F. Permanent Financing Fees and Expenses			
G. Developer's Fee			
H. Project Reserve			
I. Tenant Relocation			
J. Project Administration/Management			
TOTAL USES (Development)			